

COMPUTER SPECIALIST
GS-0334-05

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This entry-level position is to perform routine computer programming, analysis, network, and/or equipment assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of developmental tasks. Draws flow charts and writes operating procedures. Develops data documentation. Creates test data. Codes and tests routines developed by higher-level specialists. Makes relatively simple changes to existing software systems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-5	750 pts.
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A knowledge of data processing functions and general management principles to comprehend the relationships of stages in automating a work process.

A knowledge of subject-matter processes, hardware and software functions, network and/or operating system specifications, and/or programming languages to understand what may impact work assignments.

Factor 2 - Supervisory Controls	FL 2-1	25 pts.
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The supervisor provides specific direction making assignments and giving detailed instructions about what is to be done and the methods to be used. The incumbent works as instructed, consulting with the supervisor or a higher-level specialist on all matters that are not covered by specific guidelines or instructions. Completed work is critically reviewed for accuracy and adherence to instructions. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-1	25 pts.
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Guidelines consist of texts, manuals, published standard procedures, and detailed instructions covering most situations encountered. The incumbent works in strict adherence to the guidelines and instructions; all deviations must be approved by the supervisor.

Factor 4 - Complexity	FL 4-2	75 pts.
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Assignments consist of a variety of tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

Work involves the performance of various specific, recurring tasks. The work facilitates the work of others in the immediate organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with co-workers and with employees in related or support units. Contacts are for asking questions and exchanging factual information related to the duties assigned.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is sedentary, requiring no special physical demands; however, the incumbent may occasionally lift or rearrange computer hardware or peripheral equipment.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is performed in a typical office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 940 pts.

IV. UNIQUE POSITION REQUIREMENTS

___ The principal responsibilities of the incumbent involve serving as a systems monitor or operations trouble-shooter when this involves devising recovery plans for system failure situations. The plans include developing and/or using utility programs to isolate causes of problems between hardware, system software, and applications programs; enhancing the ability to detect damaged or lost files; optimizing disk management; measuring system performance; controlling system security; and/or extending operating system capabilities to support local requirements.

___ The principal responsibilities of the incumbent involve providing recommendations to project leaders on system interrelationships that must be considered in producing the output desired (*e.g.*, pilot information or control signals to ordnance) – designing subsystem information flow; developing processing logic; specifying data to be extracted for performance tests; and overseeing implementation of programming specifications by monitoring program design, coding, and debugging performed by contractors.

___ The principal responsibilities of the incumbent involve performing studies and recommending a course of action on proposed projects such as whether it would be cost effective to modify a sizable

automated record keeping system to produce various additional products and reports, considering aspects such as: the success of various approaches in comparable projects at other activities; the impact on ADP staff resources; the advice of equipment analysts and systems programmers on topics affecting their specialties; and the possible conflicts or beneficial relationships with other systems.

___ The principal responsibilities of the incumbent involve developing programming specifications for subsystems of embedded computer applications or special purpose computers, studying characteristics such as: equipment configurations; interaction of various subsystems (*e.g.*, navigation, tactical, ordnance, acoustic sensor, and communications); timing constraints; and proposed human/machine interactions.

___ The principal responsibilities of the incumbent involve reviewing and selecting equipment and software; assisting in set-up, test, and training for subject-matter specialists and support personnel; providing for passwords or other security controls, data base development and management, and the ability to expand systems; reviewing, testing, and selecting from commercially available software or assisting end users with selections; resolving equipment and software compatibility questions; and resolving questions concerning telecommunications protocols, modems, front end processor/controller, and other interface questions.

___ The principal responsibilities of the incumbent involve evaluating the effectiveness of systems, devices, procedures, and methods used to safeguard classified, privacy, and other sensitive data in computer accessible media; performing security inspections and preparing reports which include findings and recommendations for correction of deficiencies; and reviewing or designing system software routines to provide an audit trail of activity against sensitive data files or insure that access to data through remote terminals is properly controlled.